

[REDACTED]

EMPLOYEE CONFIDENTIALITY AGREEMENT

OFFICE OF THE GOVERNOR

1. I acknowledge that in the course of my employment with the Office of the Governor Executive Department, I will have access to *Confidential Information*. I further acknowledge that safeguarding and preserving the confidentiality of *Confidential Information* is one of the primary responsibilities of my employment.
2. The term "*Confidential Information*" means information of any nature whatsoever acquired or known by the undersigned as a consequence of or through the undersigned's employment with the Office of the Governor, and includes but is not limited to any information known as part of the Governor's deliberative process, legislative privilege, attorney client privilege, work product, legal, administrative, security, financial or personnel matters.
3. I will not, without the prior written consent of the Governor, either directly or indirectly at any time after the date of the Employee Confidentiality Agreement:
 - (a) Use *Confidential Information* for my own benefit or communicate or divulge *Confidential Information* to any other person or entity that is not an officer, director, employee, attorney or authorized agent of the current Office of the Governor
 - (b) Publish any *Confidential Information* for dissemination outside the current Office of the Governor's Office or claim any copyright relating to any work I make, during my employment with the Office of the Governor.
 - (c) Engage at any time in any activity or employment in the faithful performance of which it could be reasonably anticipated that I would use or disclose *Confidential Information*.
4. I agree that I will execute upon request by the Governor's Office, at any time and from time to time, additional agreements relating to protection of *Confidential Information* or the confidential information of any third party whose information the Office of the Governor has a legal or ethical obligation to protect.
5. I understand and agree that all documents and tangible property embodying or containing *Confidential Information* are the exclusive property of the State of Louisiana, Office of the Governor and that I have access to such property solely for the purpose of performing the duties of my employment by the Office of the Governor. I will protect the confidentiality of such property at all times and will return to the Office of the Governor all such property, and all copies, facsimiles, emails, electronic, and specimens of such property, and any other tangible form of *Confidential Information* in my possession, custody, or control before leaving the employment of the Office of the Governor.
6. I recognize that any breach of this Employee Confidentiality Agreement by me will be grounds for my dismissal from the Office of the Governor. In addition, the Office of the

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Governor will have the right to proceed against me for injunctive relief and damages and to use any and all other rights and remedies available by law.

7. Any inquiry concerning confidentiality or this Employee Confidentiality Agreement should be directed to the Executive Counsel of the Governor's Office.
8. I understand that disclosure of *Confidential Information* may result in termination.
9. This agreement shall be in effect throughout the period of my employment with the Office of the Governor and shall remain in effect and binding upon me after such employment concludes for any reason.

Kate Kelly

Employee Printed Name

DocuSigned by:

Kate Kelly

Employee Signature

11/28/2024

Date